

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB
RECRUITMENT AND PLACEMENT

JOB TITLE	SALARY	ISSUED
BUSINESS OFFICE MANAGER	\$12.86/HR/Negotiable DOQ	4-8-2016
WEBER COUNTY HUMAN RESOURCES OFFICE - FULL TIME W/BENEFITS		

JOB SUMMARY under general supervision of the Department Director, performs supervisory and administrative work managing the business of the Department. MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Will perform the following duties specifically:

Receptionist for the Human Resource Director; greet walk-in applicants, direct in-coming telephone calls. Assists new hires with required paperwork, obtains required background checks, schedules quarterly random drug screens, post new hire openings, files mandatory paperwork as received. Maintain all necessary correspondence and files for the Human Resource Division. Responsible for the quarterly county newsletter. Plan employee events and creates necessary flyers. Assist with compilation of budgets for the Department and general accounting duties including payables and purchase orders for department office supplies. Reconcile all health, dental and life insurance billings. Coordinate the Worker's Compensation Program and OSHA reporting. Maintains the County's EEO plan, coordinates the committee, and completes required Federal EEO reporting. Responsible for the employee incentive program. Works with the Personnel/Payroll System. Conducts exit interviews with employees leaving County employment. Will audit personnel files for required forms.

Performs general accounting functions for the Department; prepares a variety of accounting and financial reports; monitors compliance with contracts and recommends necessary changes; submits reports to State and local agencies; implements and maintains accounting functions for budget, revenue, and expenditure records; assists in preparation of budgets. Coordinates all material and supply purchases; monitors and maintains fixed asset and supply inventories for all divisions; receives merchandise and arranges payment of invoices; maintains and monitors contract arrangements with vendors. Ensures the security and cleanliness of the office. Coordinates inter-divisional administrative and functional activities; establishes and maintains liaison with other County agencies; serves as secretary to departmental Boards by performing duties as assigned. Performs Office Manager duties; screens, sorts, and routes department correspondence and maintains records and appointment calendars; represents Director when necessary. Performs other duties as required.

MINIMUM QUALIFICATIONS Graduation from a college or university with a Bachelor's degree in business administration, office management, or a related field. AND One year of experience in a business management setting. OR Any equivalent combination of education and experience.

Working knowledge of the principles and procedures of accounting; working knowledge of modern office methods; working knowledge of health department organization, policies, and functions; working knowledge of Medicaid and other types of billing procedures; working knowledge of business administration practice; knowledge of effective supervisory techniques. Skill in typing at a rate of 60 words per minute; skill in taking minutes for meetings. Ability to apply modern accounting and business principles and procedures to Department needs; ability to prepare moderately complex financial and accounting statements and reports; ability to establish and maintain effective working relationships with employees, other agencies, and the public; ability to supervise others and communicate effectively verbally and in writing.

TOOLS AND EQUIPMENT USED Phone; computer terminal; personal computer including word processing software, Microsoft Office and Publisher; copy machine; fax machine; calculator.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSSES APRIL 22, 2016

APPLICATION AND RESUME MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND

TESTING REQUIRED